

ATTENDANCE POLICY

- **All children are expected to attend school regularly and promptly.** Upon enrollment children become subject to the compulsory attendance laws of the Texas Education Code and Board Policy FEA. Students should be in school every day unless they are ill. Because a waiting list is maintained, chronic absenteeism/late arrival may result in withdrawal from the program. If a child misses 10 or more days within a six month period, or three or more days or parts of three days within a four-week period, the parent may be subject to prosecution under Texas Education Code 25.094.
- **Parents must call the school office every day that a child is absent to notify the secretary of a child's absence for any reason, but especially to document absences due to illness at 671-4594.**
- **Children with an excessive number of absences, or excessive tardiness, may be withdrawn from the program by program and campus policy.**
- Students should arrive **no earlier than 7:30 A.M., and not later than 8:15 A.M.**
- **Classrooms and hallways do not open until 7:50 AM for Pre-K and Head Start children.**
- **Pre-K and Head Start children/parents arriving at school before 7:50 must wait in the cafeteria until 7:50 A.M.** Please do not rely on your own watch- wait for the bell to ring in the cafeteria.
- Children arriving at 8:15 A.M. or later must obtain a tardy pass for the child to enter class.
- **Children who arrive after 9:30 will be marked absent** unless a doctor's note is brought to document a visit to the doctor or dentist having occurred that same day.
- In order to assure children's safety, **all children must be accompanied into the building by the parent or guardian and must be signed in and out of school daily with the school employee responsible for their care.**
- Children will not be released to anyone not on the authorized pick-up permission list. **Changes to the list must be made in person at Long ELC main office.** For safety, we do not take such requests by phone.

Easy Reference of Procedures Based Upon Arrival Time:

- **7:30 – 7:50 AM** Child must wait in the cafeteria
- **7:50 – 8:15 AM** Child may be taken directly to the classroom and signed in there
- **8:15 – 9:30 AM** Parent/Guardian must obtain a tardy pass for the child to enter class.
- **9:30 or after** Child will be counted absent unless a doctor's or dentist's excuse for that day is turned in to the office when signing-in